

**KENTUCKY BOARD OF LICENSURE FOR  
LONG-TERM CARE ADMINISTRATORS  
MINUTES  
July 16, 2014**

The Kentucky Board of Licensure for Long Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on July 16, 2014.

**BOARD MEMBERS PRESENT**

Greg Wells, Board Chair  
Christopher Minnich, NHA, Vice Chair  
Patrick Donahue  
Craig Jennings, NHA  
Kim Nall, NHA  
Dr. Karen Skaff, RDH, Ph.D.

**Occupations and Professions Staff**

Jennifer Hutcherson, Board Administrator

**Others**

Brian Judy – Office of the Attorney General

**BOARD MEMBERS ABSENT**

Dr. Patrick Murphy, Ph.D  
Joseph Flatt  
Barbara Lester, Citizen-at-Large

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**CALL TO ORDER**

Mr. Wells called the meeting to order at 10:37 a.m.

**MINUTES**

Ms. Nall made a motion to approve the minutes from the April 16, 2014 meeting as presented. The motion was seconded by Mr. Minnich, and carried unanimously.

**FINANCIAL REPORT**

The Board reviewed the financial report for April, May and June 2014 and the legal fees report for March and April 2014.

**OCCUPATIONS AND PROFESSIONS REPORT**

Ms. Hutcherson reviewed the O&P Report provided by Mr. Slone. The new database is set to roll out on August 1, 2014. Online renewal will be made available as each board's renewal deadline gets closer. Ms. Hutcherson reminded the board that all out of state travel must be submitted at least thirty (30) days in advance to Susan Ellis or your board administrator.

**BOARD COUNSEL REPORT**

No report was given.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

The board discussed a letter from Meredith Crawford requesting an extension of her approval to take the NAB exam. The board determined that Ms. Crawford would need to reapply for board approval.

The board discussed renewing the current MOA with the Kentucky Board of Physical Therapy for Investigative Services at the new higher rate of \$48 per hour. Mr. Minnich made a motion to renew the MOA. The motion, seconded by Mr. Jennings, carried.

Mr. Jennings made a motion to reimburse Dr. Skaff for a purchase she made for the annual NAB meeting, held in Louisville in June. The amount of the purchase was \$318.82 from Old Kentucky Chocolates. The motion, seconded by Mr. Minnich, carried.

Ms. Nall made a motion to reelect Mr. Wells as board chair and Mr. Minnich as vice chair. The motion was seconded by Dr. Skaff, and carried unanimously.

The board discussed the upcoming NAB mid-year meeting to be held November 10-12 in San Francisco, California. A motion was made by Ms. Nall to approve out of state travel expenses for the NAB mid-year meeting for one board member to attend and to approve one board member to attend as the KY delegate. Mr. Donahue seconded the motion, and it carried.

### **COMPLAINTS COMMITTEE**

The complaint committee reviewed all complaints that new documentation was received for, twenty-two (22) total. The committee recommended dismissal of the following complaints:

- |          |          |          |
|----------|----------|----------|
| • 12-126 | • 14-003 | • 14-010 |
| • 12-137 | • 14-005 | • 14-011 |
| • 12-138 | • 14-007 | • 14-012 |
| • 13-025 | • 14-009 | • 14-015 |

Dr. Skaff made a motion to accept the complaint committees recommendation to dismiss the complaints. Mr. Jennings seconded the motion, and it carried unanimously.

The following complaints are still pending:

- |          |          |          |
|----------|----------|----------|
| • 14-004 | • 14-016 | • 14-019 |
| • 14-013 | • 14-017 | • 14-020 |
| • 14-014 | • 14-018 | • 14-021 |

Complaint 13-009 was recommended for disciplinary action to include termination of the license. Ms. Nall made a motion to accept the complaint committees recommendation regarding complaint 13-009. The motion was seconded by Mr. Minnich, and it carried.

Ms. Nall made a motion to approve the hearing officer's recommended order of dismissal for two applications that were denied (Brian O'Connell and Janie Swedenburg). The motion was seconded by Mr. Minnich and carried unanimously.

### **APPLICATIONS COMMITTEE**

The application committee reviewed applications and made the following recommendations:

Approved:

- |                        |                      |
|------------------------|----------------------|
| • Sean Barney-McCoy    | • Derek Holbrook     |
| • Melissa Bennett      | • William Jordan     |
| • Dana Boblitt         | • Todd Marsh         |
| • Angelia Bowles       | • Farrah Mattingly   |
| • Kyle Browning        | • John Michael       |
| • Joseph Donchatz      | • Jose Morris        |
| • Kimberly Dykes       | • William Norris     |
| • Samantha Edge        | • Adam Rucker        |
| • Angeleta Hendrickson | • Jennifer Gingerich |
| • Tiffany Hoback       |                      |

Deferred:

- Joshua Collett
- Michael Cox
- William Derrick Moore

The application committee reviewed and made recommendations for the following inactive and audited renewals:

Inactive:

- Samantha Harrison – Approved
- Steven Maddox – Approved
- Jack Wells – Approved

Audited:

- Carol Britt – Approved
- Joy Dingess – Deferred
- Timothy Donnelly – Approved
- Michael Gayheart – Approved

The application committee reviewed and made recommendations for the following reinstatement applications:

- Christina Malvern – Approved
- Glenda Reid – Deferred

Ms. Nall made a motion to approve the application committee's recommendations. The motion, seconded by Mr. Jennings, carried.

#### **CONTINUING EDUCATION COMMITTEE**

The continuing education committee recommended approval for the following courses:

- Part B Therapy in LTC
- Incorporating the Allen Cognitive Levels into SNF Dementia Care Programs
- SNF Pepper Reports

The continuing education committee recommended deferring the following courses:

- Barren River Mental Health & Aging Coalition 2014 Conference
- Dementia Capable Care Foundation
- Lessons Learned from ZPIC Audits
- Common Denials and How to Prevent Them

Mr. Donahue made a motion to accept the recommendation of the continuing education committee. The motion, seconded by Mr. Jennings carried.

#### **NEXT MEETING**

The next board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators is scheduled for Wednesday, October 15, 2014.

#### **TRAVEL AND PER DIEM**

Mr. Minnich made a motion to approve the Board's travel and per diem expenses for the July 16, 2014 meeting. Ms. Nall seconded the motion and the motion carried unanimously.

#### **ADJOURNMENT**

With no further business to discuss the meeting was adjourned by Mr. Wells at 11:36 a.m.